

Household Income Eligibility Statement Instructions

Child care institutions claiming Category A or B meal/snack reimbursement rates are required to:

1. Distribute the Dear Parent/Guardian letter and Household Income Eligibility Statement to the families of all children enrolled in their facility(s);
2. Review and determine the category for each completed Household Income Eligibility Statement; and
3. Maintain all Household Income Eligibility Statements on file.

The current *Household Income Eligibility Statement* and *Letter to Parent/Guardian* (dated 6/07 in the lower left hand corner of page 2) must be used for all children (including foster children) who will be claimed in Categories A or B during Fiscal Year 2008. If you charge separately for meals use the *Letter to Parent/Guardian* for pricing programs. Discard any blank Household Income Eligibility Statements dated before 6/07.

Before you print...

- insert the name, address and telephone number of the institution at the top of the Letter to Parent/Guardian and the Household Income Eligibility Statement; and
- sign the second page of the Dear Parent/Guardian Letter.

Do not make any changes to the letter or Statement. Federal regulations and policies require the items and language that are used and prohibit the Category A Income Eligibility Guidelines from being printed on the Parent/Guardian Letter and Household Income Eligibility Statement.

We recommend printing Household Income Eligibility Statement forms on different colored paper each fiscal year. If possible, print Fiscal Year 2008 forms on white paper.

Categorizing Forms

The Child and Adult Care Food Program institution is responsible for determining the category (A, B or C) of each form. Specific instructions on how to categorize the forms are explained below. The person who determines the category of each form must:

- use the Income Eligibility Guidelines for July 1, 2007, through June 30, 2008, beginning July 1, 2007;
- remind parents to complete income columns for all names listed on the form;

- identify the approved category by circling the applicable letter;
- if the applicant does not identify the ethnicity or race of the child(ren), you must complete this part based on visual observation; and
- date and sign the Household Income Eligibility Statement to certify that it is complete and correctly categorized. Category A and B meals can be claimed after the institution has completed the "For Institution Use Only" section.

Children who are ineligible, or who have an incomplete or missing Household Income Eligibility Statement, are to be claimed in Category C.

Sponsors/institutions approving zero income eligibility statements can approve them for 45 days only. After the 45 day timeframe, give the parent another application and/or inquire how the family is meeting household expenses with zero income. Document this follow-up contact.

Record Retention

All Household Income Eligibility Statements collected and categorized by the institution must be retained for three years after the end of the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed.

Head Start and Even Start Programs

The National School Lunch Act allows some children to be automatically eligible for free meals (Category A). Eligibility criteria and documentation requirements are enclosed.

At-Risk Afterschool Snacks/Suppers and Homeless Children in Emergency Shelters

At-risk afterschool snack and supper programs and emergency shelters serving homeless children do not need to distribute or collect Household Income Eligibility Statements.

How to Determine Eligibility for Food Stamps, FIP, or FDPIR Households

A child who is a member of a household receiving food stamps, Family Independence Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) benefits is automatically eligible for free (Category A) meals.

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the family to complete. Otherwise, you cannot determine eligibility and the child would be classified as Category C. A complete form for these households must include:

Part 1: Not applicable.

Part 2: The name(s) of enrolled child(ren), age, birth date, and the food stamp, FIP, or FDPIR case number for each enrolled child.

In most cases, children in the same household will have the same food stamp, FIP, or FDPIR case number. The number must be listed for each child.

The configuration of a food stamp or FIP case number consists of two letters and seven numerals. Example: V1234567C

The number on a household's Electronic Benefit Transfer card for the food assistance program cannot be accepted as a food stamp case number.

FDPIR numbers may vary according to each tribal organization.

Part 3: This part does not need to be completed for children who have a food stamp, FIP, or FDPIR case number.

Part 4: The signature of the adult household member.

Part 5: If the ethnicity and race of the enrolled child(ren) is not completed by the applicant, the institution must complete using visual observation.

Part 6: Institutions may use this section to collect enrollment information or use their own enrollment form.

Part 7: Not applicable.

2. The person determining the eligibility of the completed Household Income Eligibility Statement should sign, date and circle A in the "For Institution Use Only" section, located at the bottom of page one of the form.

How to Determine Eligibility for Non-Food Stamp, Non-FIP, or Non-FDPIR Households

A household not receiving food stamps, Family Independence Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) benefits must report the monthly income (gross) received by each household member, identified by source (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security, and other cash income received or withdrawn from any other source, including savings, investments, trust accounts, and other resources.)

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the family to complete. Otherwise, you cannot determine eligibility and the child would be classified as Category C. A complete form for these households must include:

Part 1: Not applicable.

Part 2: This part does not need to be completed for households who are reporting income.

Part 3: The names of all household members, their ages, and the enrolled child's birth date. An X should be in the next column for children enrolled in the center for child care.

The monthly income received for each household member identified by source.

Part 4: The signature of an adult household member and his/her social security number or the word "None" if he/she does not possess a social security number.

Part 5: If the ethnicity and race of the enrolled child(ren) is not completed by the applicant, the institution must complete using visual observation.

Part 6: Institutions may use this section to collect enrollment information or use their own enrollment form.

Part 7: Not applicable.

2. The person determining the eligibility of the complete Household Income Eligibility Statement must:

- determine the total number of household members and total monthly income. Enter this number in the "For Institution Use Only" section at the bottom of the Household Income Eligibility Statement;
- apply the total number of household members and the total income from the Household Income Eligibility Statement to the Income Eligibility Guidelines. This will determine the category of the child(ren);
- identify the category of the child(ren) by circling A, B or C in the "For Institution Use Only" section, located at the bottom of the form; and
- sign and date the form.

How to Determine Eligibility for a Foster Child

A foster child is a ward of the court or welfare agency, placed in residence in a private household. Since the court or agency retains legal responsibility for such a child, the foster home is, in fact, an extension of that agency and the foster child is considered a family of one.

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the foster family to complete. Otherwise, you cannot determine eligibility and the child would be classified as Category C. A complete form for this household must include:

Part 1: The foster child's name, age, birth date, and the child's personal use monthly income. Use a separate application for each foster child.

Funds provided by the welfare agency which are specifically identified by category for personal use of the child for items such as clothing, school fees, and allowances are counted as income. Funds identified for shelter and care, and medical and therapeutic needs are not considered as income for the child. Where welfare funds cannot be identified by category, no portion of the provided funds are considered as income. Funds personally received by the child such as funds received from trust accounts, monies provided by the child's family for personal use, and earnings from full-time and regular part-time employment are to be considered as income for the child. Occasional earnings should not be considered as income.

The foster child is considered a household of one; thus, the foster parents' household size or income is not used to determine eligibility.

- Part 2: Not applicable.
- Part 3: Not applicable.
- Part 4: The signature of an adult member of the foster home; however, a social security number is not needed on the foster child's statement.
- Part 5: If the ethnicity and race of the enrolled child(ren) is not completed by the applicant, the institution must complete using visual observation.
- Part 6: Institutions may use this section to collect enrollment information or use their own enrollment form.
- Part 7: The applicant must check the box that accurately describes the foster child's status.

2. The person determining the eligibility of the complete Household Income Eligibility Statement must:

- apply the family of one and the total income from the Household Income Eligibility Statement to the Income Eligibility Guidelines. This will determine the category of the child;
- identify the child's category by circling A, B, or C in the "For Institutions Use Only" section, located at the bottom of the form; and
- sign and date the form.